

**Greenwich Board of Education
Minutes of the New Lebanon Building Committee Meeting**

DATE: Wednesday, September 30, 2015
LOCATION: Havemeyer Board Room
TIME: 8:00-9:00 a.m.

Committee Members Present:

Stephen Walko - Chair
Bill Drake – Vice Chair (BET)
Clare Kilgallen
Brian Harris
Peter Bernstein (BOE)
Jake Allen (RTM)

Ex-Officio Members Present:

Barbara O’Neil- Chairman (BOE)
Tony Turner (RTM)
Will Schwartz (DPW)

Others Present:

Ronald Matten (BOE Director of Facilities)

1. Meeting called to order by Mr. Walko 8:00am
2. Review of Architect
 - a. Initial “meet and greet” meeting with Architect at Byram Schubert Library September 23, 2015, between 2 and 3pm on a school day so that they would get a feel for the traffic and energy when school dismissed. Discussed preliminary design, where the school would be placed, placement of the students . Based on preliminary design, architect suggested that they could build the school next to the existing school so that the existing school could be maintained during construction. Regarding timing, architect said they could provide a firm proposal by the end of November. Indicated that they would be giving us several designs. Architect complimented the committee – in their experience, this committee did the most thorough due diligence.
 - b. At Board of Ed meeting September 24, 2015, unanimous approval of the architect.
 - c. September 25, 2015, comments from Tai Soo Kim on the contract were received and forwarded to the law department. The Committee has requested a meeting to finalize the architect’s contract, goal is to get the town’s legal department to sign off on the contract by end of this week. Contract cannot be executed into until

money has been appropriated and the appropriation has been released. We may not have the money to execute the contract as currently written.

3. Discussion of CM responsibilities and contract
 - a. Goal is to have a contract in place so that when we go out to bid we have something in place.
 - b. Discussion of how we want to manage the project. Various options for how to manage the project: CM or GM at risk or not at risk, PM or Owner's rep for managing and providing administrative support, limited ability for Ron Matten's department to support the project. School jobs in CT are currently almost all handled through CM at risk. The town has a mix of CM and GM at risk and not at risk. Tai recommended getting a CM for pre-construction services – they tend to offer services at a lower rate because they are trying to get hired as the CM for the project.
 - c. Motion by Mr. Drake, seconded by Mr. Allen to direct the contract subcommittee to continue to work on a Construction Manager at Risk contract for construction and pre-construction. The motion was approved unanimously.
4. Discussion of Subcommittee Agendas
 - a. The current three (3) Subcommittees, a. Communications, b. Time-Line and c. Contracts will each need to select a chair or someone to schedule meetings to address tasks.
5. Approval of meeting minutes.
 - a. Motion by Mr. Harris, seconded by Mr. Bernstein to approve minutes for meetings on July 15, 2015, July 22, 2015 and July 31, 2015. The motion was approved unanimously.
 - b. Meeting minutes were distributed to be voted on at the next meeting for meetings on August 5, 2015, August 12, 2015, Subcommittee meeting August 18, 2015, September 2, 2015, September 4, 2015, September 8, 2015 and September 9, 2015.
6. Addition items: the current meeting schedule as adopted may need to be modified. At the next meeting Mr. Walko will propose meeting schedule for 2016.
7. Meeting adjourned at 9am